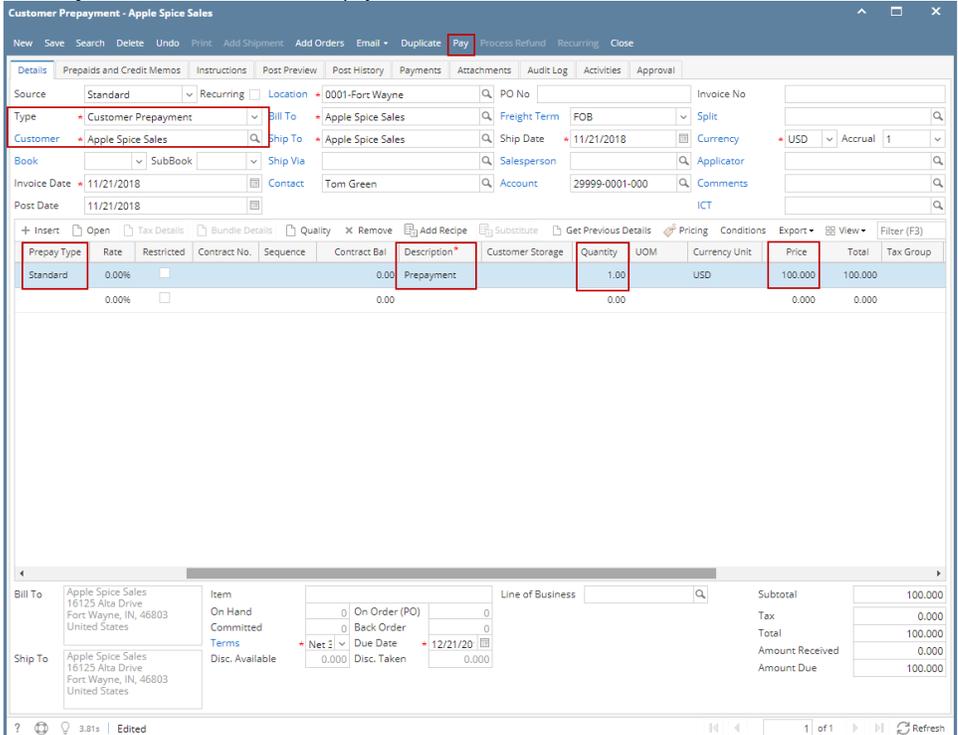


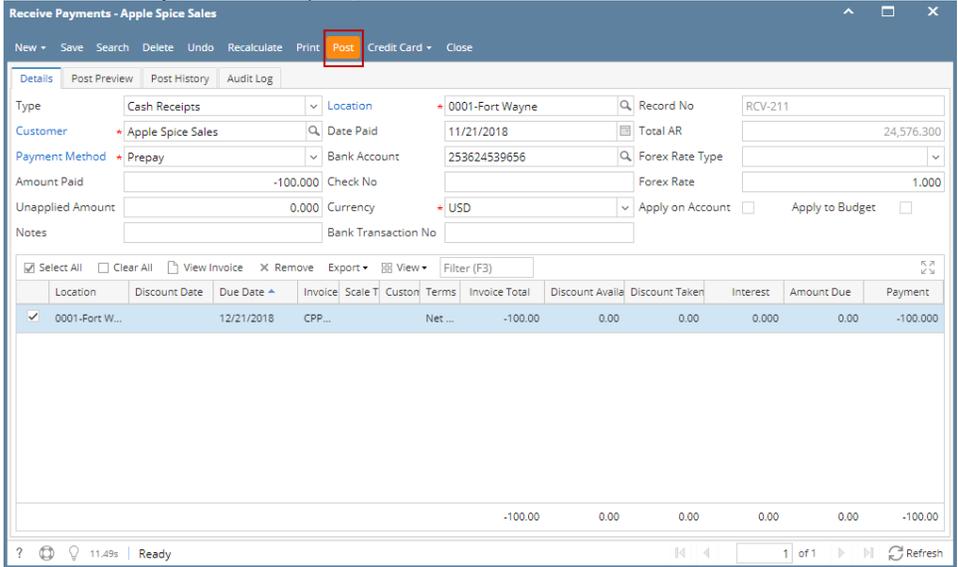
Refund a Customer Prepayment - Automated

The following will guide you from Creating Customer Prepayment, Processing that Credit Memo to Cash Refund and Cutting a Check for that refund.

1. Create a **Customer Prepayment**.
 - a. Sales > Activities > Invoices
 - b. Click **New** to open new Invoice screen.
 - c. In the header,
 - i. Set **Type** field to **Customer Prepayment**.
 - ii. Select customer in the **Customer** field
 - d. In the grid area,
 - i. **Prepay Type** field select a prepay type. Options to select from are: Standard, Unit and Percentage. For this illustration, let's select **Standard**.
 - ii. Type in a description in the **Description** field, ex. Prepayment.
 - iii. **Quantity** field is defaulted to 1. Leave it as is.
 - iv. Type in the amount of the Prepayment in the **Price** field, ex. 100.00
 - e. Click **Pay** to receive this Customer Prepayment.



- f. When Receive Payments screen opens, click **Post**.



i. GL entries for Receive Payments - Prepay are as follows:

Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
10500-0000-000	Undeposited Funds - Home office - Admin	Asset	100.000	0.000	0.0000	0.0000
29999-0001-000	Customer Prepays-Fort Wayne-Admin	Liability	0.000	100.000	0.0000	0.0000

2. Make a deposit for the Customer Payment received.
 - a. Cash Management > Activities > Bank Deposits
 - b. Click **New** to open new Bank Deposit screen.
 - c. Click **Undeposited**, and look for the Receive Payment transaction.
 - d. Select that transaction and click **OK**.

Bank Deposit - Undeposited Payments

Bank Account: 253624539656 | Balance: -12,840,683.78 | Record No: Created on Save

Date: 11/21/2018 | Payor: | Amount: 0.000 USD

Date	Name	Record No	Payment Method	Card Type	Batch Id	Amount	Location	Entered By
11/21/2018	Apple Spice Sales	RCV-210	Prepay		BATCH-8603	100.00	0001-Fort Way...	IRELY A...
11/21/2018	Apple Spice Sales	SI-695				100.00	0001-Fort Way...	IRELY A...
11/21/2018	Apple Spice Sales	RCV-211	Prepay		BATCH-8608	100.00	0001-Fort Way...	IRELY A...
09/06/2018	Cedric Noble (test)	RCV-208	Cash		BATCH-8534	5.50	0001-Fort Way...	IRELY A...
09/06/2018	Cedric Noble (test)	RCV-209	Cash		BATCH-8537	5.00	0001-Fort Way...	IRELY A...
08/31/2018	Dave Miller	RCV-206	Cash		BATCH-8494	5.00	0001-Fort Way...	George

e. Click **Post**.

Bank Deposit - BDEP-96

Bank Account: 253624539656 | Balance: -12,840,683.78 | Record No: BDEP-96

Date: 11/21/2018 | Payor: | Amount: 100.000 USD

Location: 0001-Fort Wayne | Short GL Account: | Short Amount: 0.000

Description: | Recur:

Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount
11/21/2018	10500-0000-000	Undeposited Funds - Home office - Admin	RCV-211	Prepay		Apple Spice Sa...	100.000

Total: \$100.00

i. GL entries for Bank Deposit via Undeposited Funds.

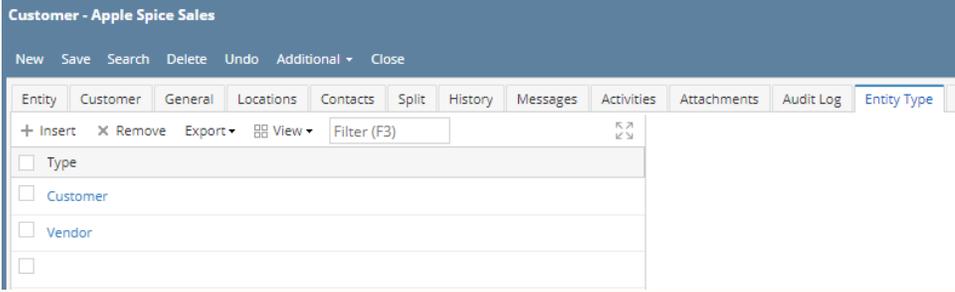
Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
10004-0000-000	Three Rivers - Operating - Grain - Home office - Ad...		Cash Accounts	100.00	0.00	0.0000	0.0000
10500-0000-000	Undeposited Funds - Home office - Admin	0001005004	Asset	0.00	100.00	0.0000	0.0000

3. Process Refund for Customer Prepayment.

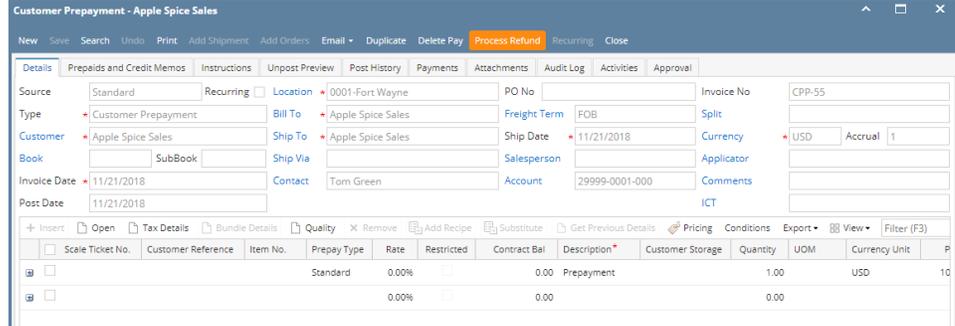


Note:

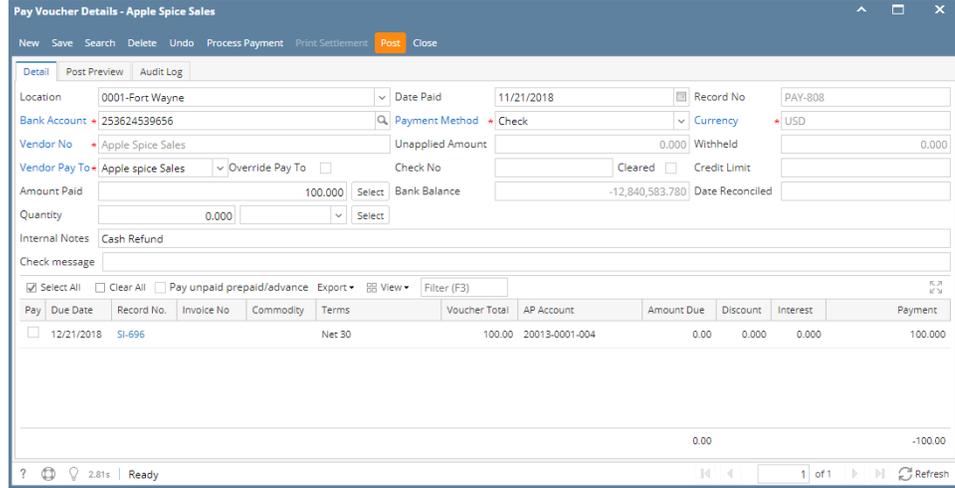
Before you can process a refund, make sure that the Customer is also a Vendor. To do that, open Customer record, click on Entity Type tab and add Vendor in the Type grid.



- a. Sales > Activities > Invoices
- b. Open Customer Prepayment transaction
- c. Click **Process Refund**. This will automatically create a posted Invoice > Cash Refund type transaction and a ready to post Pay Voucher transaction



- d. **Pay Voucher Details** screen is automatically opened. Click **Post**.



i. GL entries for Pay Voucher are as follows:

Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
10004-0000-000	Three Rivers - Operating - Grain - Home o...	0001005004	Cash Accounts	0.00	100.00	0.0000	0.0000
20013-0001-004	Accounts Payable-Fort Wayne-Petro	Cash Refund	Payables	100.00	0.00	0.0000	0.0000

e. Click **Process Payment** to cut a check.

Pay Voucher Details - Apple Spice Sales

New Save Search Delete Undo **Process Payment** Print Settlement Unpost Close

Detail Unpost Preview Audit Log **Process Payment**

Location 0001-Fort Wayne Date Paid 11/21/2018 Record No PAY-808

Bank Account 253624539656 Payment Method Check Currency USD

Vendor No Apple Spice Sales Unapplied Amount 0.000 Withheld 0.000

Vendor Pay To Apple spice Sales Override Pay To Check No Cleared Credit Limit

Amount Paid 100.000 Bank Balance -12,840,777.780 Date Reconciled

Quantity 0.000

Internal Notes Cash Refund

Check message

Select All Clear All Pay unpaid prepaid/advance Export Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	12/21/2018	SI-696			Net 30	100.00	20013-0001-004	-100.00	0.000	0.000	100.000
								100.00			-100.00

f. Click **Print Check**.

Process Payments

Print Check Close

Details

Bank Account 253624539656 Bank Name Three Rivers Federal Credit Union Next Check No 00001105 Checks ACH

Process Payments Archive File

Select All Clear All Export Filter (F3) 1 record(s) (1 selected)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	11/21/2018	PAY-808	Apple Spice Sales	Auto-assigned. Click to change.	AP Payment	100.00	<input type="checkbox"/>	

g. Report Viewer - Check Voucher will then be opened. Click **Print** to print the Check.

Report Viewer - Check Voucher Middle AP

Archive Close

Page 1 of 1 Pdf

Vendor: 0001005004 Apple Spice Sales Account: 1593578246

Bill Id	Invoice No.	Due Date	Comment	Amount	Disc/Interest	Paid Amt
SI-696		12/21/2018		100.00	0.00	100.00

Check Amount: **100.00 Check Date: 11/21/2018 Check No.: 00001105

iRely LLC Demo Environment Three Rivers Federal Credit Union **00001105**
 4242 Flagstaff Cove 5600 Main Street DATE: 11/21/2018
 Fort wayne, IN 46825 Fort Wayne, IN 46825 444/1245

One Hundred and 00/100 ***** \$

PAY Apple spice Sales Void if not presented in 90 days
 TO THE 16125 Alta DriveFort Wayne, IN 46803
 ORDER OF

Checks over 250 should be countersigned

⑈00⑆105⑈274973222⑆253624539656

Vendor: 0001005004 Apple Spice Sales Account: 1593578246

Bill Id	Invoice No.	Due Date	Comment	Amount	Disc/Interest	Paid Amt
SI-696		12/21/2018		100.00	0.00	100.00

Check Amount: **100.00 Check Date: 11/21/2018 Check No.: 00001105

h. Close the Report Viewer, then close the Process Payments screen.